

Rule 375-5-2.04 License Fees Driver Training and Limited Driver Training School Licenses

1. Procedures for Original Driver Training School and Limited Driver Training School License

- a. Driver training schools and Limited Driver Training schools shall be required to obtain a license as a driver training school.
- b. Before any original license may be issued to any person for a driver training school or limited driver training school to operate in the State of Georgia, an application shall be made in writing to the Department, on a form prepared and furnished by the Department which shall include a statement showing:
 - i. The title or name of the school together with complete ownership and names and addresses of directors, officers and controlling stockholders therein.
 - ii. The specific curriculum of instruction that will be offered by the school.
 - iii. The principal place of business and other locations where instruction will be provided that may include; behind the wheel instruction, utilization of simulators, range, road, and road test.
 - iv. Virtual driver training programs may have a principal place of business located outside of the state.
 - v. A statement that the owners of the driver training school or limited driver training school are twenty-one (21) years of age or over.
- c. Every application for a driver training school license and limited driver training school license must be accompanied by a fee of \$25.00 by money order, certified or cashier's check payable to the Georgia Department of Driver Services and attached to the application form. Such fee shall be non-refundable.
- d. The applicant must submit a certified copy from the clerk of the appropriate Superior Court evidencing the registration of a business or trade name if the business is to be conducted under such a trade name in lieu of the name of the corporation or limited liability corporation, which owns such driver training school.
- e. The applicant must register the legal name of atthe corporation or limited liability corporation with the Georgia Secretary of State listing all owners ~~or~~controlling stockholders as officers.
- ~~e.f.~~ The application must contain a valid business license of the adopted business name certifying the school may operate in the local jurisdiction.
- ~~f.~~ The applicant must submit to the Department, in addition to all other requirements, the following:
 - ~~i.~~ Samples of any and all contracts to be used by the school.
 - ~~ii.~~ Sample copies of all forms to be used by the school that will be furnished or delivered to its students.
 - ~~iii.~~ Sample copies of all forms or receipts to be used by the school.
 - ~~iv.~~ A list designating the full names and addresses of all instructors of the school.

- ~~v. Virtual driver training programs must submit full names, addresses, and e-mail contact for all program administrators.~~
- g. The application by the owners, partners, officers or controlling stockholders of any driver training or limited driver training school shall complete fingerprinting using the Georgia Applicant Processing System and pass consent to a criminal background check.
- h. Every school shall be inspected by the respective municipal or county government to ensure compliance with fire and building requirements. Copies of these inspectional reports shall be made available ~~upon request of~~ to the Department.
- i. Every school shall submit an individual surety bond in the amount of \$10,00.00 or, if more than one clinic shares common ownership, submit a surety bond providing coverage in the amount of \$10,000.00 per location (i.e., for ten clinics, a surety bond in the amount of \$100,000.00). If this option is elected, the certificate must clearly demonstrate coverage for each clinic for which coverage is to be provided.

~~j. Temporary driver training permit:~~

~~Any person, partnership, limited liability company, school or corporation may obtain a temporary driver training for a period of seven (7) consecutive days beginning and ending on the dates specified on the face of the permit. Temporary driver training permits shall be obtained by entities which offer occasional driver training instruction that do not maintain a permanent classroom located within the state and comply and comply with the following;~~

- ~~a. The fee for each temporary driver training permit shall be \$100.00 per week and \$25.00 for each vehicle.~~
- ~~b. No temporary driver training permit shall be issued without the commissioner having first received satisfactory proof that the applicant meets the insurance requirements as defined in § O.C.G.A 43-13-4.~~
- ~~c. Applicant must meet all vehicle and safety requirements as set forth in the rules and regulations of the commissioner.~~
- ~~d. A temporary driver training permit shall be displayed in a conspicuous location at any time instruction is being given and a copy of such permit shall be located in each vehicle that is registered for the purpose of providing instruction.~~

2. Display of License

- a. The license must be clearly displayed in a conspicuous public location at all times in the principal place of business of the school.
- b. Virtual driver training programs must clearly display name of business, principal place of business of the school and contact number on the virtual program website.
- c. If either the license, instructor's license, or vehicle registration card issued pursuant to § this Chapter is lost, mutilated, or destroyed, a duplicate will be issued by the Department upon receipt of an affidavit showing the following:
 - i. The date the license, or card was lost, mutilated, or destroyed.
 - ii. The circumstances of the loss, mutilation, or destruction.

- iii. The fee for a duplicate license or card shall be \$10.00.

3. Nontransferability

- a. Any license for a driver training school or limited driver training school shall be nontransferable. In the event of a change of ownership, except in the case of a corporation unless there is a sale of the controlling interest, application for a new license shall be made to the Department and the old license, as well as the vehicle registration cards, must be surrendered to the Department before another license can be issued to the new owner.
- b. The application for a new license shall be made in the same manner as for an original license for a driver training school and/or limited driver training school. The fees shall be the same as for an original license.

~~4. Expiration of License~~

~~Each license for a driver training school or, limited driver training school and each instructor's license shall expire four years from date of issuance. Each such license must be renewed every four years in the manner prescribed by the Department.~~

5.4. Renewal of License

- a. Each license for a driver training school or, limited driver training school and each instructor's license shall expire four years from date of issuance. Each such license must be renewed every four years in the manner prescribed by the Department.
- a.b. Application for a renewal of the license for a driver training school or, limited driver training school and/or vehicle registration card shall be made on a form prescribed and furnished by the Department. A fee of \$25.00 must accompany the renewal application by money order, certified or cashier's check payable to the Georgia Department of Driver Services. Such fee shall be non-refundable.
- b.c. Renewal application forms (for school license and/or vehicle registration card) must be submitted to the Department not more than sixty days nor less than ten days preceding the expiration date of the license to be renewed.
- e.d. Owners who allow their school's license to expire will not be permitted to operate the school under any condition during the period in which the license is in an expired state.

SYNOPSIS

STATEMENT OF PURPOSE AND MAIN FEATURES OF PROPOSED RULE

The purpose of the amendments is to update the existing rule and consolidate six (6) rules to form one (1) comprehensive rule to streamline state government regulations.

DIFFERENCE BETWEEN EXISTING AND PROPOSED RULES

The proposed amendments will clarify and streamline rules and regulations related to licensing driver training and limited driver training schools.